

# DVBE ACTIVITY REPORT FORM

Contract No.: \_\_\_\_\_ Bid Number: \_\_\_\_\_

Exhibit: \_\_\_\_\_ Attachment: \_\_\_\_\_

### REQUIRED FORMAT

Prime Contractor:		DVBE Sub-Contractor:	
Contact Name:		Contact Name:	
Telephone Number:		Telephone Number:	
DWR Contract Number:	460000_____	DVBE OSDC No.:	
Report Date:		Percent Subcontracted:	_____
<b>Contract Amount:</b>		<b>Commitment Goal:</b>	

DVBE Invoice or Order Number	Date Service or Commodity Provided	Service or Commodity Provided	Invoice Amount	Date Paid
		<b>TOTAL</b>		

<b><i>Are you reporting 90-Day Activity?</i></b>	<b>Yes</b>	<b>No</b>
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**Are you making a Final Report?**      **Yes**      **No**

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

***What is the status of the DVBE services or commodities to be used? (i.e. have services begun, are commodities on order, etc.?)***

***If services or commodities have not been obtained, how and when will the commitment be achieved?***

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## Instructions for Completing the DVBE Activity Report

### **Contractor:**

1. You are responsible for reporting your company's DVBE sub-contracting activity.
2. If the DVBE services or commodities are of an ongoing nature throughout the term of the contract, you are required to provide 90-day activity reports. If the contract term is extended, reports will be required for the duration of the amended term.
3. If the DVBE services or commodities are a one-time purchase and meet the commitment goal, a single report will satisfy the reporting requirement.
4. The first report is due 90 days after the date of contract approval.
5. When the approval process of a contract extends beyond the *intended* start date of a contract, the first report will be due 90-days after final approval. For example: August 1, 2003 is the intended contract start date. The contract approval process is not completed until September 10, 2003. The first 90-day report will be due January 10, 2004.
6. Final Activity Reports are due 14 days prior to the contract expiration date.
7. Reports must be made to both the DVBE Advocate for the Department and the program's project manager.

### **Completing the DVBE Activity Report Form**

1. Complete both Prime Contractor and DVBE Contractor Information; provide contact names and telephone numbers.
2. Identify the contract number associated with this report.
3. Provide the DVBE contractor's Department of General Services OSDC certification number
4. Identify the report date, and the percent subcontracted to the DVBE contractor.
5. Identify the contract amount and the DVBE sub-contracting commitment goal, shown in dollars. This dollar amount will be equal to the percent of the total contract amount for which you have agreed to sub-contract 4 with the DVBE contractor.
6. *Both the percent value and the commitment goal must agree with DWR 9526, DVBE Bidder Requirements, originally submitted at the time of bid response.*
7. Provide the subcontracting transaction information: Identify invoice or order numbers, dates the service or commodities were provided, the type of service or commodities provided by the DVBE, the amount invoiced and the date paid. Provide the total transaction amount(s) for this report.
8. The Department may request copies of paid invoices. If so, include copies of invoice(s) with submittal of this report.
9. Identify whether this report is a 90-day or final activity report. For 90-day activity reports, identify the report period.
10. Provide a status on the use of the DVBE. Are his/her services needed yet? Will services begin soon? Are the commodities on order? Are commodities needed at a later phase of the contract? If so, identify when they will be required.
11. If the DVBE has not yet been utilized, explain when and how the commitment will be achieved.
12. Provide the authorized signature and title.

**Fax to both:** DWR DVBE Advocate at (916) 653-6476  
Contract Project Manager (see Exhibit E program contact information)